

VISUAL ARTS PROGRAM:

*Visual Artists Organizations
Visual Artists Public Projects
Special Projects*

*Application
Guidelines
Fiscal Year
1994*

Visual Artists Organizations
Visual Artists Public Projects
Special Projects
Visual Arts

Application Calendar

| Grant Category | Application Postmark Deadline | Announce- ment of Grant Award or Rejection | Earliest Project Beginning Date |
|---------------------------------|-------------------------------------|---|--|
| Visual Artists Organizations | June 15, 1993 | March 1994 | April 1994 |
| Visual Artists Public Projects | Oct. 15, 1993 | June 1994 | July 1994 |
| Special Projects | April 1, 1994 | Sept. 1994 | Oct. 1994 |

Application packages must be postmarked by the Application Postmark Deadline shown above for your category. **Late applications and applications determined by the Program and Panel to be incomplete will be rejected.** The Arts Endowment will not accept any application materials by electronic transmission (e.g., FAX).

NOTE: This booklet contains guidelines for organizations only. Guidelines for Visual Artists Fellowships can be requested from:

Visual Arts Program/Fellowships Guidelines
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202/682-5448
202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing impaired individuals)

ALL PROJECTS FORMERLY ELIGIBLE UNDER THE VISUAL ARTISTS FORUMS OR ART IN PUBLIC PLACES CATEGORIES ARE ELIGIBLE UNDER VISUAL ARTISTS PUBLIC PROJECTS WITH THE EXCEPTION OF PERIODICALS WHICH SHOULD APPLY UNDER THE VISUAL ARTISTS ORGANIZATIONS CATEGORY.

SPECIAL PROJECTS APPLICANTS MUST CONTACT THE PROGRAM BEFORE APPLYING (202/682-5448).

Preface

Statement of Mission National Endowment for the Arts

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Preamble

Throughout the ages, humanity has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. The first record of our perception of the world around us was through art scratched on cave walls, carved in stone, or modeled in clay. Our need to make, experience, and comprehend art is as profound as the need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government"

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent"

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

(Continued on next page)

Statement of Mission
National Endowment for the Arts,
continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Develop international interchange that benefits American artists, arts organizations, and/or audiences.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of non-Federal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

The Chairman's decision-making is guided by advisory peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, disability, age, or habitat.

**Excerpted Authorizing
Legislation**

A portion of the Arts Endowment's authorizing legislation states--

"Sec. 954 (sec. 5) NATIONAL ENDOWMENT FOR THE ARTS

"(c) The Chairperson, with the advice of the National Council on the Arts, is authorized to establish and carry out a program of contracts with, or grants-in-aid or loans to, groups or, in appropriate cases, individuals of exceptional talent engaged in or concerned with the arts, for the purpose of enabling them to provide or support--

"(1) projects and productions which have substantial national or international artistic and cultural significance, giving emphasis to American creativity and cultural diversity and the maintenance and encouragement of professional excellence;

"(2) projects and productions, meeting professional standards or standards of authenticity or tradition, irrespective of origin, which are of significant merit and which, without such assistance, would otherwise be unavailable to our citizens for geographic or economic reasons;

(Continued on next page)

Excerpted Authorizing
Legislation,
continued

- "(3) projects and productions that will encourage and assist artists and enable them to achieve wider distribution of their works, to work in residence at an educational or cultural institution, or to achieve standards of professional excellence;
- "(4) projects and productions which have substantial artistic and cultural significance and that reach, or reflect the culture of, a minority, inner city, rural or tribal community;
- "(5) projects and productions that will encourage public knowledge, education, understanding, and appreciation of the arts;
- "(6) workshops that will encourage and develop the appreciation and enjoyment of the arts by our citizens;
- "(7) programs for the arts at the local level;
- "(8) projects that enhance managerial and organizational skills and capabilities;
- "(9) projects, productions, and workshops of the kinds described in paragraphs (1) through (8) through film, radio, video, and similar media, for the purpose of broadening public access to the arts; and
- "(10) other relevant projects, including surveys, research, planning, and publications relating to the purposes of this subsection."

Endowment Information

Information about the Endowment and its programs is contained in the Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202/682-5400
202/682-5496 Voice/T. T. (Text-Telephone, a telephone device for hearing impaired individuals)

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202/682-5532
202/682-5496 Voice/T. T. (Text-Telephone, a telephone device for hearing impaired individuals)

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

The Visual Arts Program assists visual artists of exceptional talent working in a wide range of styles and media. It also awards matching grants to visual artists organizations, state and local government units, educational institutions, and other nonprofit, tax-exempt groups.

Throughout all funding areas, emphasis is on work of contemporary visual artists that reflects serious and exceptional aesthetic investigation. The visual arts are defined as, but not limited to, work expressed through a wide variety of visual media: painting, sculpture, photography, crafts, printmaking, drawing, artists books, video, visual arts-based performance art, and conceptual art.

THIS BOOKLET CONTAINS FISCAL YEAR 1994 GUIDELINES FOR ORGANIZATIONS ONLY. Support will be offered through the following categories: Visual Artists Organizations, Visual Artists Public Projects, and Special Projects. Support for individual artists working in all media will be offered through the Visual Artists Fellowships category. Guidelines for Fellowship applicants should be requested from the Visual Arts Program (see address on page 6).

What Happens to Your Application

After being processed by the Visual Arts Program staff, applications go through a three-step process: 1) review by a Visual Arts Advisory Panel, 2) review of the advisory panel's recommendations by the National Council on the Arts, and 3) decision by the Chairman of the National Endowment for the Arts on those applications recommended for funding.

The Advisory Panel is a continually rotating committee composed of experts from the visual arts field and a knowledgeable layperson. The panel reviews applications in closed session, and then, in open session, provides guidance on general policy and procedures and on the program's guidelines for the following year. During application review, the panel discusses applications and supporting materials in light of the Review Criteria in the existing guidelines, and makes recommendations for funding.

The Panel's recommendations are forwarded to the National Council on the Arts, a 26-member presidentially-appointed body, for its review in open meeting, at which individual grant applications and supporting materials may be discussed. The National Council makes its recommendations to the Chairman of the Arts Endowment on applications it recommends for funding, and decides those to be rejected.

The Chairman of the National Endowment for the Arts then decides whether or not to fund applications recommended by the Council.

Only after this entire process is complete are applicants notified in writing of funding decisions. The notification dates are listed inside the front cover of this guideline booklet. Please do not seek information on the status of your application prior to this date.

Applicants are encouraged to contact the Visual Arts Program staff for information concerning the review of their application after official notification has been received. If denied applicants choose to contact the Visual Arts Program, they must do so within 30 days of such notification. Applicants are also invited to attend meetings of the National Council on the Arts as well as the open sessions of Advisory Panel meetings.

(Continued on next page)

Introduction,
continued

If you have any questions or need help with your application, write or call this program. We can be reached at:

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001
202/682-5448

202/682-5496 Voice/T.T. (Text-Telephone, a telephone device for hearing
impaired individuals)

GRANTS TO ORGANIZATIONS

Important Information for All Organizational Applicants

The Visual Arts Program provides support to organizations that serve visual artists through the following categories: **Visual Artists Organizations**, **Visual Artists Public Projects**, and **Special Projects**. In addition to the category descriptions, read carefully the information below.

Legal Requirements: Grants will be made only to organizations meeting the legal requirements on page 28.

Reminder: Organizations may not receive funds from more than one Arts Endowment program (or category) for the same expenses.

Matching Funds: Generally, grants to organizations may be used to pay no more than half the cost of any project. While the required matching funds should come primarily from cash contributions or earned income, in-kind contributions (e.g., donated services and materials) may sometimes be used as partial matching for Arts Endowment grants.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision can involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Application Deadlines: Application packages must be postmarked by the Application Postmark Deadline shown for your category on the Application Calendar inside the front cover of these guidelines. Late applications and applications determined by the Program and Panel to be incomplete will be rejected.

The Arts Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Period of Support: See the Application Calendar inside the front cover of these guidelines for earliest project beginning date. A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project.

Continuing Support: A grant awarded to an organization one year does not imply Endowment support for subsequent years. Each year applications are reviewed in competition with other applications in the same category, and the level of support, if any, is determined in the context of the quality and merit of the project, the number of requests, and the funds available.

Diversity: The Visual Arts Program asks all applicants to be mindful of insuring opportunities for women and individuals of racially and culturally diverse communities.

Access: Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. Costs of program accommodations for individuals with disabilities are eligible costs.

(Continued on next page)

Grants to Organizations,
continued

Accommodations may include:

- Sign interpreting tours and meetings.
- Large print labeling and brochures.
- Recording of printed material.
- A maquette of large sculpture, with large print and raised lettering, that can be touched.
- Captioned video documenting the artistic process.
- Outdoor spaces designed for wheelchair access and sensory experience.

For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 27.

Acknowledgment of Endowment Support: Organizations receiving grants should credit the National Endowment for the Arts in all published materials and announcements regarding the project.

Reporting Requirements:

Progress Reports: A Progress Report could be required from any Endowment grant recipient. Grant award letters will clearly indicate if a grantee is required to submit a Progress Report. Recipients of grant award letters that exclude this requirement should presume that they do not have to submit Progress Reports. If, subsequent to the award, this determination changes, the grantee will be notified in writing.

Final Reports: At the end of the grant period, the Endowment requires grantees to submit acceptable final reports, which generally take the form of a narrative report, a financial status report, and appropriate visual documentation. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Former grantees who fail to submit required Final Report packages for any grant(s) are ineligible to receive subsequent funding for five years following the Final Report due date of the grant(s) unless the delinquent Final Report packages are submitted earlier. Acceptability of Final Report packages may also affect eligibility. This policy begins with grants awarded in FY 1984 (i.e., any grant letters dated on or after October 1, 1983).

To maintain or reestablish eligibility, immediately mail any delinquent Final Reports to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

Do not include Final Reports as part of your new application package.

Visual Artists Organizations

Grants in this category support annual visual arts programming of organizations that encourage individual artistic development, artistic experimentation, and informative dialogue and interaction between visual artists and the public. The mission of visual artists organizations is to serve the needs of, and enhance opportunities for, visual artists, and assure them an integral role in organizational policy development and programming. Support is also available for non-commercial periodicals that contribute to public education and dialogue on contemporary visual art. Priority will be given to organizations that provide professional fees to artists and contributors to publications and whose programs are of national or regional significance.

Funding may be requested to support costs of a variety of ongoing visual arts programs, including exhibitions, access to working facilities, services provided to artists, and periodicals on contemporary visual art. Requests should include funds for direct payment to visual artists who participate in an organization's ongoing activities and to individuals who contribute to publications. Applicants may be involved in one or more of these areas and should describe all visual arts programming in their application material whether or not they are applying for all of their activities.

Also read carefully "Important Information for All Organizational Applicants" on pages 7-8. **All applicants are encouraged to contact the Visual Arts Program (202/682-5448) before submitting an application if they have questions regarding their eligibility or the special requirements in this category.**

Reminder: Organizations may not receive funds from more than one Arts Endowment program (or category) for the same expenses.

NOTE: Requests in this category may include performance art programming only if it is based in the visual arts. Requests for performance art activities that are based in the performing arts should be submitted to the Presenting and Commissioning Program.

Eligibility

Organizations may apply that:

- Have been originated by or for visual artists or to further their interests.
- Generate interaction and informative discussion among visual artists and between visual artists and the public.
- Encourage and support the production, presentation, and/or discussion of contemporary visual art which reflects continued, serious, and exceptional aesthetic investigation.
- Have been in continuous operation for at least one year.
- Meet the "Legal Requirements" on page 28.

Former grantees must also meet the "Reporting Requirements" on page 8.

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Visual Artists Organizations,
continued

We Fund

Funds should be requested for annual visual arts programming in one or more of the following areas in a single, unified application:

- Exhibitions, installations, and other presentations of contemporary visual artists' work (including accompanying catalogues).
- Working Facilities that provide visual artists with the space, equipment, and means to experiment and produce new work and also with access to technical assistance.
- Services that have a direct and immediate effect on the professional lives of a **broad and diverse** community of visual artists, such as information, resource materials, and advisory services; financial, legal, and technical assistance; and lectures, seminars, and technical or informational publications.
- Periodicals which present interpretive or informative writing about contemporary visual art or which serve as vehicles for presenting visual artists' work.

In support of these programs, funds should also be requested for direct payment to artists for their participation in an organization's ongoing visual arts programming and activities. The Arts Endowment expects payment of professional fees to all artists and arts professionals who provide their work or services to an organization's programs.

Payments to artists in the form of honoraria or stipends should be made for presentation of work in exhibitions, for creating a gallery installation or site-specific piece, for presenting a performance, lecture, or demonstration, for leading a workshop, or for creating new work during a residency. Fees to contributors to a publication should also be given a high priority.

These fees should be exclusive of costs for travel, per diem, or supplies and materials as well as costs for catalogues, exhibition materials, publicity, and similar programming expenses.

We Do Not Fund

- Amateur, student, or adult education groups.
- Construction or renovation of facilities.
- Basic real estate and maintenance costs.
- Purchase of major equipment.
- Creation of new organizations.

Visual Artists Organizations,
continued

Review Criteria

In reviewing applications, panelists consider the completeness and clarity of the application package and each of the following:

- Excellence of artists' work as demonstrated by visual documentation of recent programs.
- Artistic merit, innovation, and timeliness of current and proposed visual arts activities.
- Evidence that visual artists have an integral role in the organization's policy development and its artistic programming.
- Commitment to payment of professional fees to visual artists.
- Evidence of due consideration of women and individuals of racially and culturally diverse communities.
- Appropriateness and adequacy of facilities and equipment.
- Constituencies and communities served.
- Evidence of applicant's ability to administer the proposed programs, including organizational stability and appropriateness of budget.
- Evidence that the organization employs sound management and planning policies.
- **For periodicals** (in addition to the above criteria):
 - Excellence of writing and of visual material proposed for inclusion and extent to which it adds to knowledge and understanding of contemporary visual art.
 - Artistic merit of prior publications or previously published work.
 - Payment of professional fees to contributors.

Grant Amounts

Grants range from \$5,000 to a general maximum of \$50,000; few are made above \$30,000. In FY 1993, the average grant awarded was \$14,000. All grant funds must be matched at least 1 to 1.

The panel will recommend grant amounts based on the visual arts programs for which support is requested; the amount requested; the applicant's overall budget and its commitment to each of the proposed visual arts programs; available funds; and the items listed in "Review Criteria" above.

**Deadline and
Announcement Dates**

Application packages must be postmarked no later than June 15, 1993. Preliminary notices of grant award or rejection will not be sent before March 1994. Projects may begin any time after March 31, 1994 and should not extend beyond one year from the start date.

Progress Reports

A Progress Report is required from all Visual Artists Organizations grant recipients. Complete instructions will accompany the grant award letter.

Application Requirements

First, turn to pages 28-31 and read "Information for Applicants."

Next, you must follow the general instructions "How to Apply," which can be found on page 32, and the "Special Application Requirements" for this category, which can be found on pages 12-16.

Follow the list of required application materials in "How to Apply" and submit them in the order specified.

(Continued on next page)

Visual Artists Organizations,
continued

Special Application Requirements

Turn to page 41 and familiarize yourself with the information requested in the Visual Artists Organizations Supplementary Information Sheet and the Supplementary Information Sheets for applicable programming areas.

Complete, concise information is crucial to the success of your request. It is important that you provide all applicable information called for in Special Application Requirements 1.-6. below in the format requested. **Do not exceed prescribed page limitations.** In addition to the application requirements outlined above, **applicants in the Visual Artists Organizations category must submit:**

1. **Three copies** of a completed Organization Grant Application Form NEA-3 (Rev.) on pages 37-40. Detailed instructions on how to complete this form can be found on pages 33-35. In Section V of this form **describe the annual visual arts programming for which you are requesting support. The first sentence of this description should briefly summarize your entire proposal.** Do not continue this description on additional pages. Do not reformat the application form or use reduced type. This material will be reproduced for panel review.
2. **Two copies** of the completed Visual Artists Organizations Supplementary Information Sheet on pages 41-42. This material will be reproduced for panel review.
3. Detailed information about planned visual arts programming in applicable programming areas. You must provide all of this information on the appropriate Supplementary Information Sheet (see pages 41-50 and the following instructions). Please submit **two copies** of each page. **Do not exceed the page limitations.** This material will be reproduced for panel review.

Please note: For exhibition and working facilities programming, your slides and slide script will be the documentation of your past programming. Please follow carefully the instructions in number 6, "Visual Documentation" on pages 15-16.

Visual Artists Organizations, continued

- For exhibition programming, complete the Support for Exhibitions Supplementary Information Sheet on page 43. You must structure your reply to question 1 as follows:

-- **Provide a list of planned exhibitions and visual arts** presentations from June 1993 through the end of the proposed grant period using the format below. Provide all information requested. Indicate those exhibitions you will not originate.

(SAMPLE)

| <u>Type of Activity</u> | <u>Date</u> | <u>Artist/City/State</u> | <u>Fee Paid/(Charged)</u> |
|--|-------------|--------------------------------------|---------------------------|
| "On the Edge"/solo exhibitions (curator, Susan Wong) | 7/93 | Pierre Normandie/ St. Louis, MO | \$200 |
| | 8/93 | Helga Ikea/Charlotte, NC | \$200 |
| | 9/93 | Miguel Garcia/LA, CA | \$200 |
| "New Talent"/group exhibition (juried by Boris Kraus) | 10/93 | 12 artists/NY, CA, FL, TX, OH, SD | \$ 50 each |
| "A Night in the Mountains"/ performance and installation | 11/93 | Sophia Bernini/Santa Fe, NM | \$800 |
| "Celebrate Creative America" (touring exhibition organized by Artspace La Raza/Lomita, CA) | 2/94 | 20 artists/CA, NV, CO, MT | \$100 each |

- For working facilities programming, complete the Support for Working Facilities Supplementary Information Sheet on page 45. You must structure your reply to question 4 as follows:

-- **Provide a list** of your planned **visual arts** residency, workshop, and facility use activities from June 1993 through the end of the proposed grant period using the format below. Provide all information requested.

(SAMPLE)

| <u>Type of Activity</u> | <u>Date</u> | <u>Artist/City/State</u> | <u>Length of Residency</u> | <u>Fee Paid (Charged)</u> |
|-------------------------|---------------|---|----------------------------|-------------------------------|
| Residency | 8/93 | Joseph Wykowski/ Seattle, WA | one month | \$1,000 |
| Workshop | 10/93 | Molly O'Neill/Dallas, TX (leader) | one week | \$ 200 |
| | | 12/RI, MA, PA, TN, KY (participants) | one week | \$ (50) |
| Facility Use | 6/93- 6/94 | 10/IL, WI, NE, KS MO | intermittent | \$ (25) per week |

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Visual Artists Organizations, continued

- For services programming, complete the Support for Services Supplementary Information Sheet on page 47. You must structure your reply to question 3 as follows:

-- **Provide a list** of your visual arts services activities since June 1992 using the format below. Provide all information requested.

(SAMPLE)

| <u>Type of Activity</u> | <u>Date</u> | <u>Number of Artists Involved</u> | <u>Fee Paid (Charged)</u> |
|------------------------------|-------------|---------------------------------------|-------------------------------|
| Studio space referral | continuing | 35 | \$ (none) |
| <u>Artists' Newsletter</u> | 6x/year | 500 (subs.) | \$ (10) |
| Slide registry | continuing | 1,000 | \$ (25*) |
| Annual conference | 3/93 | 1,200 | \$ (75) |
| Lectures at conference | 3/93 | 10 | \$ 200 |
| "Meet the Artist" (lectures) | monthly | 12 | \$ 100 |

*Fee for curators, dealers, etc., who use registry; one time registration fee of \$5 for artists.

-- **Provide a list of planned services activities** from June 1993 through the end of the proposed grant period, if possible, using the same format. Estimate the number of artists who will benefit from or participate in these service activities. Be as specific as possible.

- For periodicals programming, complete the Support for Periodicals Supplementary Information Sheet on pages 49-50. Also refer to "Special Application Requirement" number 6 below, "Visual Documentation," regarding submission of recent issues.

NOTE: "Fee Paid" in the three sample tables above refers to direct payments to visual artists in the form of honoraria or stipends for use of work in exhibitions, for creating a gallery installation or site-specific piece, for presenting a performance, lecture, or demonstration, for leading a workshop, for creating new work during a residency, or for contributing to a publication. These fees should be exclusive of costs for artists' travel, per diem, or supplies and materials as well as costs for exhibition materials, publicity, and similar programming expenses. The Endowment expects payment of professional fees to all artists who provide their work or services to an organization's programs and to contributors to publications. See the "Review Criteria" for this category on page 11.

4. **One copy** of a one-page summary of programming presented since June 1992 in disciplines **other** than visual arts (e.g., dance, theater, music), if applicable.

(Continued on next page)

Visual Artists Organizations,
continued

5. **One copy** of your operating budget for the three years summarized in Section IX of your Organization Grant Application Form NEA-3 (Rev.). Expense and income totals on your operating budget (for the most recently completed, the current projected, and the upcoming projected fiscal year) should be identical to those shown in Section IX.

One copy of a certified audited financial statement for the most recently completed fiscal year. Organizations with budgets below \$100,000 in their most recently completed fiscal year may submit a signed financial statement, audited if possible. Form 990s are not acceptable.

6. **Visual Documentation**

Submit 25 slides. All slides will be projected at the panel meeting in five groups of five slides, left to right; slides 1-5 simultaneously, followed by 6-10 and so forth. These slides should illustrate the range of work presented or produced since June 1992. At least 2 slides should show work as installed in your exhibition space or show your working facilities, as applicable. The majority of your slides should document actual work of visual artists presented by, or using, your organization. Working facilities should emphasize work produced at the facility by resident artists, workshop leaders, and primary users. **Avoid too many general installation or facilities views.**

NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION MATERIAL. PLEASE TAKE TIME TO CHOOSE MATERIAL WHICH MOST EFFECTIVELY COMMUNICATES THE RANGE AND QUALITY OF YOUR PAST VISUAL ARTS PROGRAMMING.

Generally we do not accept video documentation as part of your application package. If a high percentage of your visual arts programming is in video or visual arts-based performance art, please be careful to document this programming accurately in your slides and describe it in your slide script (see below) and your application. If you have any questions, please call the Visual Arts Program at 202/682-5448.

Please submit slides in 9 inch by 11 inch clear plastic file sheets, not in Carousels. All slides should be 35mm size in 2 inch by 2 inch mounts for Carousel projection. Do not submit glass mounted slides. Please label each slide with a number (1-25), the name of your organization (abbreviate if necessary) and the name of the artist whose work the slide documents. You must also provide a script for your slides keyed to the numbers on the slides. Scripts should be typed on 8-1/2 inch by 11 inch pages, should not exceed one page per slide sheet, and should provide for each slide the name of the artist, the title and date of the exhibition (if applicable), and the title, date, dimensions, and medium of the work. The script may also contain brief explanatory statements about the work or programming documented so that the panel may quickly understand what is being presented.

NOTE: TAKE EXTRA CARE TO CREATE A SCRIPT THAT IS CLEAR AND CONCISE AS IT, ALONG WITH THE SLIDES YOU CHOOSE, ARE THE PRIMARY DOCUMENTATION FOR PAST EXHIBITION AND WORKING FACILITIES PROGRAMMING.

(Continued on next page)

Visual Artists Organizations,
continued

For exhibition programming please indicate, on your slide script, which slides document artist members' work. For working facilities programming please indicate, on your slide script, which slides document work produced at the facility.

In addition to slides, please submit one copy each of published materials which document your programs, including catalogues and related exhibition materials, directories, and newsletters. **Do not send** resumes, letters of support, reviews, news articles, press releases, announcements, or brochures.

If you are applying for support of a periodical, please submit eight copies of each issue produced since January 1993. In addition, on October 1, 1993 please submit 13 copies each of the two most recent issues. The large number of copies is necessary because we employ expert readers to review and evaluate your periodical(s) as a supplement to panel review.

Keep copies of everything you send. All slides will be returned by regular mail after the process is complete. The Endowment cannot be responsible for any loss or damage.

If you have questions about the Visual Artists Organizations category, please call the Visual Arts Program (202/682-5448).

Visual Artists Public Projects

Grants in this category support projects of national or regional significance which offer opportunities for visual artists to create and present new work in a context that stimulates public discussion about, or enhances public appreciation of, contemporary visual art. Support is also available for projects that promote informative dialogue between artists and the public that focuses on issues in contemporary visual art.

Funding may be requested to support costs of projects which present visual artists with new challenges to create artwork for a variety of public places and new opportunities for audiences to understand issues in contemporary visual art. Priority will be given to projects in which visual artists have an integral role in all stages of the project, and which provide professional fees to participants and include public education activities that stimulate discourse about contemporary visual art.

Also read carefully "Important Information for All Organizational Applicants" on pages 7-8. **All applicants are encouraged to contact the Visual Arts Program (202/682-5448) before submitting an application if they have questions regarding their eligibility or the special requirements in this category.**

Reminder: Organizations may not receive funds from more than one Arts Endowment program (or category) for the same expenses.

NOTE: Requests in this category may include performance art activity only if it is based in the visual arts. Requests for performance art activities that are based in the performing arts should be submitted to the Presenting and Commissioning Program.

Eligibility

Visual artists organizations; museums and galleries; colleges, universities, and art schools; state and local government units; and other nonprofit tax-exempt organizations meeting the "Legal Requirements" on page 28 are eligible to apply.

Former grantees must also meet the "Reporting Requirements" on page 8.

We Fund

- Public art projects focusing on newly created work for public sites. Work may be in a variety of visual arts media and must be appropriate to its site and the surrounding environment. Early participation of artists in site planning, selection, and design is essential. Collaboration with design professionals is encouraged. Educational activities which invite community involvement are encouraged.
- Temporary installations, artists-in-residence programs, and other short-term projects or planning activities that result in the creation of new work and encourage greater public understanding and appreciation of contemporary visual art.
- Visiting artist programs, symposia, and conferences which promote or facilitate discourse about contemporary visual art issues. Involvement of visual artists as well as curators, art historians, and critics is encouraged. Payment of professional fees to participants and appropriate documentation of proceedings is essential.

(Continued on next page)

Visual Artists Public Projects, continued

We Do Not Fund

- Exhibitions and acquisition programs.
- Administrative costs not directly associated with the selection, participation, and documentation of visual artists.
- Administrative salaries (for visiting artists programs).
- Purchase of major equipment.
- Regular educational curricula or faculty positions.

Review Criteria

In reviewing applications, panelists consider the completeness and clarity of the application package and each of the following:

- Excellence of artists' work as demonstrated by visual documentation.
- Artistic merit, innovation, and timeliness of proposed project.
- Commitment to payment of professional fees to visual artists.
- Potential of project to promote discussion or enhanced public appreciation of contemporary visual art.
- Evidence of due consideration of women and individuals of racially and culturally diverse communities.
- Constituencies and communities served.
- Plans for informing the public about the project.
- Plans for documenting the project and disseminating the documentation.
- Evidence of applicant's ability to administer the project including organizational stability and appropriateness of budget for the proposed activities.
- Appropriateness and adequacy of facilities and equipment, if applicable.
- For **public art projects** (in addition to the above criteria):
 - Appropriateness of the site.
 - Involvement of the artist in all phases of the project, particularly during earliest design phases.
 - Quality of the artist selection committee and the selection procedures.
 - Extent and appropriateness of the proposed collaboration, if applicable.
 - Plans for community participation, education, and dialogue.

Grant Amounts

Grants generally range from \$5,000 to \$25,000 although larger grants may be awarded for public art projects if funds are available. All grant funds must be matched at least 1 to 1.

The panel will recommend grant amounts based on the project for which support is requested; the amount requested; the applicant's overall budget and its commitment to the proposed project; available funds; and the items listed in "Review Criteria" above.

Allowable Costs

As appropriate, total project costs should reflect primarily: visual artists' fees; visual artists' travel and per diem expenses; costs for creating work (materials and fabrication), transporting and installing finished work, project documentation, and community education activities; the dealer's fees, if applicable; and any other costs directly related to artists' participation.

Visual Artists Public Projects,
continued

Costs for visual artists' travel and per diem expenses, fabrication of models or finished pieces, transportation or installation of work, and dealers' fees, if applicable, should be separated from the artists' fees and specified in appropriate sections of budget.

The National Council on the Arts and Visual Arts Program advisory panels have recommended that a dealer's fee not exceed 10 percent of an artist's fee.

Only allowable costs incurred during the period of Endowment support may be covered by Endowment grant and matching funds. Costs incurred before or after the grant period, or, if applicable, costs other than those cited above should be provided separate from the application budget (see "Special Application Requirements," number 4, on page 20).

Deadline and
Announcement Dates

Application packages must be postmarked no later than October 15, 1993. Preliminary notices of grant award or rejection will not be sent before June 1994. Projects may begin any time after June 30, 1994.

Application Requirements

First, turn to pages 28-31 and read "Information for Applicants."

Next, you must follow the general instructions "How to Apply," which can be found on page 32, and the "Special Applications Requirements" for this category, which begin below.

Follow the list of required application materials in "How to Apply" and submit them in the order specified.

Special Application
Requirements

Please read these requirements completely before proceeding further. Then review the above information under "Allowable Costs," and turn to page 51-52 and familiarize yourself with the information in the Visual Artists Public Projects Supplementary Information Sheet.

In addition to the application requirements outlined above, applicants for public art projects and temporary installations must submit:

1. **Three copies** of a completed Organization Grant Application Form NEA-3 (Rev.) on pages 37-40. In Section V of this form describe the project for which you are requesting support. You may continue this description on no more than 2 additional 8-1/2 inch by 11 inch pages. Provide **two copies** of each additional page. This material will be reproduced for panel review.

Your project description must contain:

- A description of the proposed activities, artists' work, and site.
 - The name of the selected artist(s), a brief biography (resumes are not acceptable), and rationale for selection of the artist(s) and other participants.
 - An explanation of why the project offers a unique opportunity for the artist, or collaborative team, to plan or create a public artwork.
 - A plan for payment of fees to the artist(s) (and designer) including payment for proposals and planning activities.
 - An outline of your fundraising plan including anticipated sources of matching funds.
2. **Two copies** of completed Visual Artists Public Projects Supplementary Information Sheet on pages 51-52. This material will be reproduced for panel review.
 3. **One copy** of a statement from the artist(s) agreeing to undertake the project and **one copy** of a statement of site-use permission from the appropriate authorities.
 4. **One copy** of a one page summary of costs to be incurred outside the grant period and related costs not eligible for support with Endowment grant or matching funds (see "Allowable Costs" on pages 18-19).
 5. **Visual Documentation**

NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION. PLEASE TAKE TIME TO CHOOSE SLIDES WHICH MOST EFFECTIVELY COMMUNICATE THE QUALITY AND ARTISTIC MERIT OF YOUR PROJECT.

You must submit slides of proposed sites, five slides of each artist's and designer's recent work and, if appropriate, project proposal slides. Generally, the total number of slides in your documentation package should not exceed 30. Submit slides in clear plastic slide file sheets, not in Carousels. All slides should be 35mm size in 2 inch by 2 inch mounts for Carousel projection. Do not submit glass mounted slides.

Do not submit a separate slide file sheet for each artist but fill slide file sheets to the extent possible with site and artists' slides. Please label each slide with a number, the name of your organization, and the name of the artist or site, as applicable. You must also provide a script for your slides keyed to the numbers on the slides. Scripts should be typed on 8-1/2 inch by 11 inch pages and should not exceed one page per slide file sheet. The script for each artist's slide should identify the artist's name, the title, date, dimensions, location, and medium of the work documented. For site and proposal slides the script should provide brief explanatory statements so the panel may quickly understand what is being presented.

Visual Artists Public Projects,
continued

Generally we do not accept video documentation as part of the application package. If a high percentage of your proposed project involves visual artists working in video or visual arts-based performance art, please be careful to document this accurately in your slides and describe it in your slide script and your application. If you have any questions, please call the Visual Arts Program at 202/682-5448.

Keep copies of everything you send. All visual documentation will be returned by regular mail after the process is complete. The Endowment cannot be responsible for any loss or damage. Please note that the Endowment may ask to retain visual material for funded projects.

In addition to the "Application Requirements" outlined on page 19, applicants for visiting artists programs, residencies, symposia, and conferences must submit:

1. **Three copies** of a completed Organization Grant Application Form NEA-3 (Rev.) on pages 37-40. In Section V of this form describe the project for which you are requesting support. You may continue this description on no more than 2 additional 8-1/2 inch by 11 inch pages. Provide **two copies** of each additional page. This material will be reproduced for panel review.

Your project description must contain:

- A clear statement of the organizing principle and goal of the proposed project.
- Information about each proposed participant, including name, place of residence, medium (for artists) or area of expertise (e.g., "critic" or "art historian"), significance of each participant to the proposed project and whether each has been contacted and agreed to take part. Indicate the honorarium you will pay to each participant.
- An outline of the structure of the proposed project. For residencies, you must provide information about lengths of residencies and specific activities of participants while in residence. For symposia and conferences, you must provide a brief agenda indicating topics, speakers, locations, and dates.
- A statement about ownership and disposition of work created by visiting artists participating in the proposed project. Indicate how artists will be compensated for work retained by the organization.

2. **Two copies** of completed Visual Artists Public Projects Supplementary Information Sheet on pages 51-52. This material will be reproduced for panel review.

3. Visual Documentation

NOTE: VISUAL DOCUMENTATION IS A CRUCIAL ELEMENT OF YOUR APPLICATION. PLEASE TAKE TIME TO CHOOSE SLIDES WHICH MOST EFFECTIVELY COMMUNICATE THE QUALITY AND ARTISTIC MERIT OF YOUR PROJECT.

You must submit slides documenting recent work of each proposed artist participant. (You should not assume every panelist will be familiar with the work of a proposed artist.) Provide three to five slides per artist in 9 inch by 11 inch clear plastic slide file sheets, not in Carousels. Generally, the total number of slides should not exceed 30. All slides should be 35mm size in 2 inch by 2 inch mounts for Carousel projection. Do not submit glass mounted slides.

Please fill each slide file sheet to the extent possible. Please do not submit a separate slide file sheet for each artist. Label each slide with a number, the name of your organization, and the name of the artist. You must also provide a script for your slides, keyed to the number on the slides. Scripts should be typed on 8-1/2 inch by 11 inch pages, should not exceed one page per slide file sheet and should provide for each slide the name of the artist, the title, date, dimensions, and medium of the work.

Generally we do not accept video documentation as part of the application package. If a high percentage of your proposed project involves visual artists working in video or visual arts-based performance art, please be careful to document this accurately in your slides and describe it in your slide script and your application. If you have any questions, please call the Visual Arts Program at 202/682-5448.

Keep copies of everything you send. All slides will be returned by regular mail after the process is complete. The Endowment cannot be responsible for any loss or damage.

If you have questions about the Visual Artists Public Projects category, please call the Visual Arts Program (202/682-5448).

Environmental Assessments

42 U.S.C. section 4332, the National Environmental Protection Act (NEPA), requires Federal agencies to make, when necessary, an environmental assessment before undertaking a major Federal action. During the application process, the Arts Endowment may request that the applicant provide information in response to specific questions in accordance with NEPA and the regulations implementing that law (found at 40 CFR section 1500, et seq) in order to make the environmental impact study (EIS) or an issuance by the Arts Endowment of a "finding of no significant impact." A "finding of no significant impact" requires no additional action by the Arts Endowment or the applicant.

Visual Artists Public Projects,
continued

Historic Preservation Assessments

Section 106 of the National Historic Preservation Act (NHPA) requires Federal agencies to take into account the effects of their undertakings, such as grant awards, and to afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on such undertakings. In determining whether historic properties exist in the project area, the Arts Endowment is required, when necessary, to seek information from grant applicants and other "parties likely to have knowledge of or concerns with historic properties." The Federal agency is required to consult during this process with the Advisory Council and the State Historic Preservation Officer (SHPO). During the application process, the Arts Endowment may request that the applicant provide information concerning the proposed project's effect on historic properties in order to conduct an historic preservation review. If an historic preservation review is required, it will result in a finding of either "no effect" on historic properties involved, or a finding of "adverse effect" on those properties. A finding of "adverse effect" requires a consultation on ways to avoid or reduce the adverse effects. The consultation will include the Arts Endowment, the applicant, the SHPO, the Advisory Council and other interested parties who have knowledge or concerns with the historic properties involved.

Special Projects

This category is designed to respond to projects that will have a broad impact on the visual arts field and have the potential to be important models or present new approaches for addressing artists' needs. This category is not for use for any projects which would be eligible under the Visual Artists Organizations or Visual Artists Public Projects categories, described in these guidelines. Please see "We Fund" on pages 10 and 17. Projects that demonstrate new ways to make the visual arts accessible to individuals with various disabilities (e.g., mobility, visual, or hearing impairments) are encouraged in this category. (See "Access" on pages 7-8.) Projects must be consistent with the purposes of the Visual Arts Program as outlined in the introduction on page 5.

Funds are available to support only a very limited number of these special projects of national or regional significance to the visual arts field.

Organizations interested in applying in the Special Projects category **must** contact the Visual Arts Program (202/682-5448) before submitting an application in order to discuss the nature of the project and to receive instructions regarding appropriate materials to submit.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment's Public Information Office.

Those programs which may be of particular interest to individuals involved in the visual arts field are described briefly below. For further information, call the number provided or write:

_____(Appropriate Program Name)

National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

Arts in Education

The Arts in Education Program provides grants to state arts agencies to advance the arts as basic in education. For information on these grants, please contact your state arts agency or the Arts Endowment's Arts in Education Program. (202/682-5426)

In addition, the Program develops and supports a variety of leadership initiatives; these may cover areas such as arts education research, dissemination, or model project development. Solicitation of proposals for specific initiatives is dependent on Program priorities and available funds. For information, please contact the Endowment's Arts in Education Program. (202/682-5426)

Design Arts

The Design Arts Program supports a variety of projects in architecture, landscape architecture, urban design and planning, historic preservation, interior design, industrial and product design, and graphic design. The Program offers grants to organizations and individuals. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of culturally diverse, inner city, rural, or tribal communities. (202/682-5443)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/682-5449)

International

The International Program works through advocacy and modest grantmaking to help ensure that the benefits of international artistic exchange are available to communities throughout the United States. Through the grant categories and partnerships described below, the Program seeks to honor and make visible around the world the diversity and richness of artistic expressions of the United States and to stimulate greater appreciation in this country of the finest cultural endeavors from abroad. Funds are available only to U.S. artists and U.S. arts organizations; projects must benefit U.S. artists, arts organizations, and/or audiences.

International Projects Initiative -- supports U.S. arts organizations to undertake exemplary, innovative exchange projects, particularly those with a demonstrated benefit to the organization's home community.

Fund for U.S. Artists at International Festivals and Exhibitions -- supports 1) U.S. performing artists or ensembles who have been invited to appear at an international performing arts festival in another country; and 2) U.S. exhibitions for official U.S. government sponsorship at selected international visual arts events abroad.

(Continued on next page)

International,
continued

Travel Grants Pilot -- enables U.S. artists to carry out collaborative creative development projects with colleagues in Africa, Latin America, the Caribbean, and South or Southeast Asia.

ArtsLink -- provides support for 1) U.S. artists undertaking collaborative projects with colleagues in the countries of Eastern Europe, Central Europe and the former Soviet Union; and 2) U.S. arts organizations wishing to host an artist or arts administrator from that region in a short-term professional residency.

United States/Japan Artist Exchange Fellowships -- provides five fellowships each year to U.S. artists from a variety of disciplines to live and work in Japan for six months.

United States/Mexico Artist Residencies -- provides ten two-month residencies in Mexico each year to U.S. artists from a variety of disciplines. Participating artists will be involved in community outreach activities as part of the residency program.

Several fellowships for work and study in France are awarded each year to American visual artists. Fellowships are awarded to outstanding professionals for residencies of two to six months in France.

The Arts Endowment is continuously seeking to expand international exchange opportunities for artists. Please call the Visual Arts Program (202/682-5448) or the International Program (202/682-5422) for updated information on possible programs in addition to those cited above.

Literature

The Literature Program offers fellowships to published creative writers (including translators). It also supports literary publication and residencies for published writers. (202/682-5451)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. Among those organizations assisted are a number of media arts centers which provide regional access to exhibition and production equipment and facilities as well as other media resources. (202/682-5452)

Museum

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance. Special exhibitions, catalogues, conservation, and educational and other outreach projects are among the activities assisted. (202/682-5442)

Presenting and Commissioning

The Presenting and Commissioning Program assists presenting organizations, artists' communities, national service organizations and regional arts organizations, and interdisciplinary arts projects that explore the boundaries between arts disciplines, traditions, and/or cultures. (202/682-5444)

Challenge

Challenge Grants are designed to strengthen institutional stability and to assist projects involving new concepts, fundamental change, or substantial departure from what was previously possible. Challenge grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional arts organizations, consortia, and other organizations). (202/682-5436)

(Continued on next page)

Advancement

The Advancement Program is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases--Phase One: Planning/Technical Assistance and Phase Two: Matching Advancement Grants (generally ranging from \$25,000 to \$75,000) which must be matched at least 3 to 1. (202/682-5436)

Current plans call for eligibility according to the following timetable:

| | |
|-------------------|--|
| Fiscal Year 1994: | Dance, Expansion Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts. |
| Fiscal Year 1995: | Arts in Education, Design Arts, Museums, Music, Presenting and Commissioning, and Theater. |

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5532 or 202/682-5496 Voice/T.T.) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, DC 20402, for \$6.50 each (specify stock number 036-000-00047-3).

Set-Aside Funds

As part of a set-aside of funds instituted by the Endowment's authorizing legislation, grants are available to state arts agencies and consortia of state arts agencies for projects that raise the artistic capabilities of developing arts organizations or stimulate artistic activity and awareness and broaden public access to the arts in rural and inner city areas and other areas that are underserved artistically. Grant categories that address these objectives and utilize these funds are in the following Arts Endowment Programs:

- State and Regional (Arts in Underserved Communities),
- Local Arts Agencies (Support to Local Arts Agencies Serving Underserved Areas and Communities),
- Expansion Arts (Rural Arts Initiative),
- Folk Arts (grants for projects in the folk arts, state folk arts coordinators, and state apprenticeship programs), and
- Presenting and Commissioning (consolidated support for regional organizations' performing arts presenting programs and services).

For additional information, please contact the appropriate Arts Endowment Program or your state arts agency.

National Endowment Arts Administration Fellows

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for eleven-week Fellowships at the Endowment's offices in Washington, DC. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operation and gain a national overview of arts activities around the country. The Arts Endowment encourages applicants from culturally diverse backgrounds and communities. (202/682-5786)

Information for Applicants

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the Applicant organization as a unit of either state or local government must be submitted with each application.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.
- Comply with the Federal requirements specified in "Assurance of Compliance" below.

¹ Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201 (301/962-2590).

Assurance of Compliance

By signing the application, the Applicant hereby assures and certifies that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes and that it immediately will take any measures necessary to comply.

- 1) Title VI of the Civil Rights Act, as amended, provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 2) Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified disabled individual in the United States, as defined in Section 7(6), shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

(Continued on next page)

**Assurance of Compliance,
continued**

- 3) Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- 4) The Americans with Disabilities Act of 1990 ("ADA") prohibits discrimination on the basis of disability in employment (Title I), State and local government services (Title II), and place of public accommodation and commercial facilities (Title III).
- 5) Title IX of the Education Amendments of 1972 provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The assurance with regard to the above laws and regulations shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure was furnished by Endowment funds or whose cost (such as renovation cost) was charged to a project supported by the Endowment, the grant recipient must obtain approval from the Endowment to use the real property in other projects when the grant recipient determines that the property is no longer needed for the purpose of the original project. Use in other projects shall be limited to those under other federally sponsored projects or other programs that have purposes consistent with those authorized for support by the agency. If these conditions are not met, the Endowment must require compensation for its earlier support. In such cases, the grant recipient shall be directed to pay the Federal government an amount computed by applying the Federal percentage or participation in the cost of the original project to the proceeds from the sale.

For further information and copies of the nondiscrimination regulations identified above, write to the Division of Civil Rights, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506 or call 202/682-5454.

In addition, as required by regulations implementing Executive Order 12549, Debarment and Suspension, the Applicant certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this proposal that it will include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals contracts and subcontracts. Where the Applicant or any lower tier participant is unable to certify to this statement, it shall include an explanation as part of the application package.

**Assurance of Compliance,
continued**

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), the Applicant also certifies that it will provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about--
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the grants officer as well as the grant number(s) of each affected grant;
- (f) taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
 - (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee should maintain on file the site(s) for the performance of work done in connection with the specific grant listing street address, city, county, state and zip code. If this information is being submitted as part of your routine application materials, then disregard.

Assurance of Compliance,Explanation and Definitions

1. The time frame for when you are required to have a drug-free workplace program in place varies depending on the length of the grant project, as follows: (1) for a grant of less than 30 days performance duration, grantees shall have this policy statement and program in place as soon as possible, but in any case by a date prior to the date on which performance is expected to be completed; (2) for a grant of 30 days or more performance duration, grantees shall have this policy statement and program in place within 30 days after award; (3) where extraordinary circumstances warrant for a specific grant, the grants officer may determine a different date on which the policy statement and program shall be in place.
2. "Employee" means the employee of a grantee directly engaged in the performance of work under the grant, including: (1) all "direct charge" employees; (2) all "indirect charge" employees, unless their impact or involvement is insignificant to the performance of the grant; and (3) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the payroll; or employees of subrecipients or subcontractors in covered workplaces).
3. For purposes of the Drug-Free Workplace Act of 1988, alcohol is not considered a controlled substance.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this application is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official (or individual Applicant, as appropriate) whose signature appears on the application.

Reporting Burden

Public reporting burden for this collection of information is estimated to average 29 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 628, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0066), Washington, DC 20503.

How to Apply

Applicants must follow the general instructions below and the "Special Application Requirements" for their category.

| | |
|--------------------------------|-------------|
| Visual Artists Organizations | pages 12-16 |
| Visual Artists Public Projects | pages 19-22 |

All materials must be typed; copies must be clearly readable. All information should be on letter-size paper (8-1/2 inch by 11 inch) and arranged in a vertical format so pages do not have to be turned to be read. **Do not reformat the application form or use reduced type.** Please submit one copy of each item unless otherwise specified. Be sure to keep copies for your records. **Submit materials in the order listed below.**

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

1. **Three copies** of the Organization Grant Application Form NEA-3 (Rev.) on pages 37-40. One copy submitted must be a typed original with an original signature.
2. Information and visual documentation requested under "Special Application Requirements" for your category. (For Special Projects, you must contact the Visual Arts Program for instructions on special application requirements.)
3. **One copy** of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of state or local government.
4. **One copy** of a list of grants you have received from the Arts Endowment in the past two years, and a list of any applications pending in other Endowment programs.
5. The completed Application Acknowledgment Card which appears on the back cover of these guidelines. Place this card on top of your application package.

Please send **all** materials in **one package** to:

Information Management Division/VA, 8th floor
 (Category under which you are applying)
 National Endowment for the Arts
 Nancy Hanks Center
 1100 Pennsylvania Avenue, N.W.
 Washington, DC 20506-0001

Instructions for Completing Organization Grant

Application Form NEA-3 (Rev.)

These instructions are keyed to the numbered sections of the application form found on pages 37-40.

- I. **Applicant organization.** The name provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant as a unit of either state or local government.
- II. **Category under which support is requested.** Please indicate the appropriate category:

Visual Artists Organizations
Visual Artists Public Projects
Special Projects
- III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. A grant period of more than one year is allowed. A project should not begin before the earliest beginning project date indicated on the Application Calendar.
- IV. **Employer I.D. Number** is the employer identification number assigned by the Internal Revenue Service. Do not use a Social Security number.
- V. **Summary of project description.** Describe clearly and concisely how the requested funds will be spent. **The first sentence of your project description should briefly summarize your entire project;** more detail should be provided in subsequent sentences. Where appropriate, include the names of key personnel. Also review the "Special Application Requirements" for your category for specific information to be included here.
- VI. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and artists) who are anticipated to benefit directly.
- VII. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction X for further explanation.
- VIII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest \$100. As these are matching grants, the amount shown here should not be more than 50% of the Total project costs in Section VII.
- IX. **Organization total fiscal activity.**
 - A. **Expenses** should include Arts Endowment projects funded and anticipated.
 - B. **Revenues, grants, & contributions** should include Endowment grants received and anticipated.

X. Budget breakdown of summary of estimated costs.

A. Direct costs are those which can be specifically identified with the project.

- 1. Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 28. Fringe benefits may be included here only if not included as indirect costs.
- 2. Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$5,000 per unit with an estimated useful life of one year or less.
- 3. Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
- 4. Permanent equipment** includes equipment costing \$5,000 or more per unit or with an estimated useful life of more than one year. Written justification should include a brief description of the items, and technical specification where relevant. Except in the Challenge Grant Program, the Endowment has a general policy against support of capital improvements and major construction.
- 5. Fees for services and other expenses** includes "Direct payment to artists" and "Other fees and expenses." "Direct payment to artists" refers to honoraria or stipends paid to artists (and in some cases to critics or contributors to publications) for the use of their work or services during the proposed grant period. "Other fees and expenses" include rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artists fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Office of Inspector General, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Room 207, Washington, DC 20506, or another Federal agency. A copy of the agreement must accompany the application.

XI. Contributions, grants, and revenues. The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from non-Federal sources. Specify all sources of matching funds.

A. Contributions:

1. **Cash** donations anticipated for this project, except direct donations to the Endowment, and
2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost, and be itemized under the appropriate expenses category.

B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on the activities for which support is requested. (Do not list any Arts Endowment grants anticipated or received.) A grant is generally characterized by written authority to spend up to a specified amount of money for specified purposes.

C. Revenues include all other funds, regardless of source, expected to be used on this project.

XII. Final Reports on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must have been submitted to maintain eligibility. Do not include with your application package.

XIII. Delinquent Debt. Applicant certifies that it is not delinquent on any Federal debt or, if it is, provides explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances,* benefit overpayments.

*Recipients of a "Notice of Grants Cost Disallowances" letter who have not repaid the disallowed amount or who have not resolved the disallowance are considered to be delinquent.

XIV. Certification must be signed by an official of the applicant organization with legal authority to obligate the organization (Authorizing Official). See also "Assurance of Compliance" on pages 28-31.

Visual Arts Program FY 1994

Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed together with all required materials to:
Information Management Division/VA, 8th floor, (Category name), National Endowment for the Arts,
Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506-0001

I. Applicant Organization (name, address, zip):

II. Category under which support is requested:

- ☐ Visual Artists Organizations
☐ Visual Artists Public Projects
☐ Special Projects

III. Period of support requested:

Starting

month day year

Ending

month day year

IV. Employer I.D. Number:

Phone: ()

V. Summary of project description (please read "Special Application Requirements" for your category before completing this section):

VI. Estimated number of persons expected to benefit from this project.

VII. Summary of estimated costs (recapitulation of budget items in Section X):

Total costs of project
(rounded to nearest 100 dollars)

A. Direct costs

Salaries and wages

\$

Fringe benefits

\$

Supplies and materials

\$

Travel

\$

Permanent equipment

\$

Fees and other

\$

Total direct costs \$

B. Indirect costs

Total project costs \$

VIII. Total amount requested from the National Endowment for the Arts \$

NOTE: This amount (amount requested):

\$

PLUS Total contributions, grants, and revenues (XI, page 00):

+

MUST EQUAL Total project costs (VII, above):

=

IX. Organization total fiscal activity:

Most recently completed
fiscal yearCurrent projected
fiscal yearUpcoming projected
fiscal year

/19

/19

/19

month year

month year

month year

A. Expenses

1. \$

2. \$

3. \$

B. Revenues, grants, and contributions

1. \$

2. \$

3. \$

Project Director:
Authorizing Official:Phone:
Phone:

1. Salaries and wages

| Number of personnel | Annual or average salary range | % of time devoted to this project | \$ Amount |
|---------------------|--------------------------------|-----------------------------------|-----------|
|---------------------|--------------------------------|-----------------------------------|-----------|

| | | |
|--|----|--|
| Total salaries and wages | \$ | |
| Add fringe benefits | \$ | |
| Total salaries and wages including fringe benefits | \$ | |

| | |
|---------------------------------|--|
| Total supplies and materials \$ | |
| | |
| | |
| | |
| | |
| | |
| | |

[illegible]

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |

X. Budget breakdown of summary of estimated costs (continued)

4. Permanent equipment

Amount

\$

| | |
|------------------------------|--|
| | |
| | |
| | |
| Total permanent equipment \$ | |

5. Fees for services and other expenses (list each item separately)

Amount

Direct payments to artists (exclusive of costs for travel, subsistence, supplies and materials) \$

| | |
|-------------------------------------|--|
| | |
| | |
| | |
| | |
| Total direct payments to artists \$ | |

Other fees and expenses

\$

| | |
|---|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total other fees and expenses \$ | |
| Total direct payments to artists and other fees and expenses \$ | |

B. Indirect costs

Amount

Rate established by attached negotiation agreement with
National Endowment for the Arts or another Federal agency
Rate _____ % Base \$ _____

\$

XI. Contributions, grants and revenues (for this project)

A. Contributions

Amount

1. Cash

| | |
|---------------|--|
| | |
| | |
| | |
| Total cash \$ | |

2. In-kind contributions (list each major item)

| | |
|----------------------------------|--|
| | |
| | |
| | |
| | |
| | |
| Total in-kind contributions \$ | |
| Total contributions (1. + 2.) \$ | |

B. Grants (do not list anticipated grant from the Arts Endowment)

| | |
|-----------------|--|
| | |
| | |
| | |
| Total grants \$ | |

C. Revenues

| | |
|---|--|
| | |
| | |
| | |
| | |
| Total revenues \$ | |
| Total contributions, grants, and revenues for this project \$ | |

XII. Final Reports

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984?

Yes _____ No _____ N/A _____ If no, and you have received Arts Endowment funding in the past, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

XIII. Delinquent Debt

Are you delinquent on repayment of any Federal debt? Yes _____ No _____ If yes, provide explanatory information on a separate sheet.

XIV. Certification

The Authorizing Official(s) certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. The Authorizing Official(s) also certify that the applicant will comply with the Federal requirements specified under "Assurance of Compliance" on pages 28-31.

Authorizing Official(s)

Signature _____ X
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature _____ X
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature _____ X
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

BE SURE TO DOUBLE CHECK THE THE "HOW TO APPLY" SECTION ON PAGE 32 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE. LATE APPLICATIONS WILL BE REJECTED. APPLICATIONS DETERMINED BY THE PROGRAM AND PANEL TO BE INCOMPLETE WILL BE REJECTED.

BE SURE TO KEEP A COPY OF YOUR APPLICATION AND SUPPLEMENTARY MATERIALS.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The National Endowment for the Arts is authorized to solicit the information in this application by 20 U.S.C. section 954 et seq. (the National Foundation on the Arts and the Humanities Act of 1965, as amended). The information contained in the application (including all supplementary materials, such as work samples, submitted with the application) is used in the grant review process. All application materials may be subject to review by the National Council on the Arts in open meeting. The information in your application also may be used for statistical research, analysis of trends, and for Congressional oversight purposes. This information may also be provided to the public upon request after the conclusion of the Endowment's deliberative process, subject to certain exemptions contained in the Freedom of Information Act and, in the case of individuals, the Privacy Act (5 U.S.C. sections 552 and 552a, respectively). By submitting a signed application, you are agreeing to the conditions described herein. Failure to provide all requested information may result in the rejection of your application.

Name of applicant: _____

2. Describe your organization's structure and list by name board members, advisory panelists, and staff, indicating their professions or areas of expertise. For artists, specify discipline. Please limit your response to the space below.

VISUAL ARTISTS ORGANIZATIONS: Support for Exhibitions Supplementary Information Sheet

ONLY applicants under the Visual Artists Organizations category requesting support for exhibitions should complete this form and return it in duplicate as part of their application package. Limit your responses to the space provided. Do not use additional pages.

Name of applicant: _____

1. Provide a list of your planned exhibitions and visual arts presentations, beginning with June 1993, using the format specified in the Special Application Requirements on page 13. If necessary, continue on reverse.

Type of Activity

Date

Artist/City/State

Fee Paid/(Charged)

**VISUAL ARTISTS ORGANIZATONS: Support for Exhibitions Supplementary
Information Sheet (continued)**

VISUAL ARTISTS ORGANIZATIONS: Support for Working Facilities

Supplementary Information Sheet

ONLY applicants under the Visual Artists Organizations category requesting support for working facilities should complete this form and return it in duplicate as part of their application package. Limit your responses to the space provided. Do not use additional pages.

Name of applicant: _____

1. Provide a **brief** description of the primary purpose of your working facility programs (e.g., are they mainly instructional or is the focus creation of new work?). Indicate the level of accomplishment of facility users (e.g., working artists, art students, hobbyists).

2. Provide a **brief** explanation of your policy regarding ownership and disposition of work created by visiting visual artists at the facility and how artists are compensated for work retained by the organization.

3. Provide a **brief** description of your major technical equipment and your policy for making this equipment available to artists.

4. Provide a **list** of your planned visual artists residency, workshop, and facility-use activities, beginning with June 1993, using the format specified in the Special Application Requirements on page 13. If necessary, continue on reverse.

| Type of Activity | Date | Artist/City/State | Length of Residency | Fee Paid/(Charged) |
|------------------|------|-------------------|---------------------|--------------------|
|------------------|------|-------------------|---------------------|--------------------|

VISUAL ARTISTS ORGANIZATIONS: Support for Working Facilities
Supplementary Information Sheet (continued)

VISUAL ARTISTS ORGANIZATIONS: Support for Services Supplementary Information Sheet

ONLY applicants under the Visual Artists Organizations category requesting support for services should complete this form and return it in duplicate as part of their application package. Limit your responses to the space provided. Do not use additional pages.

Name of applicant: _____

1. **Provide information** about how visual artists have benefitted from the services you offer. Demonstrate how your programs have a regional or national impact.

2. **Provide a brief description** of the service publications (e.g., newsletters, directories) you produce, the number of copies printed and distributed, distribution plans and outlets, total number of subscriptions, total estimated readership, and estimated revenues from sales.

3. **Provide a list** of your services activities, beginning with June 1992, using the format specified in the Special Application Requirements on page 14. If necessary, continue on reverse.

| <u>Type of Activity</u> | <u>Date</u> | <u>Number of Artists Involved</u> | <u>Fee Paid/(Charged)</u> |
|-------------------------|-------------|-----------------------------------|---------------------------|
|-------------------------|-------------|-----------------------------------|---------------------------|

**VISUAL ARTISTS ORGANIZATIONS: Support for Services Supplementary
Information Sheet (continued)**

VISUAL ARTISTS ORGANIZATIONS: Support for Periodicals Supplementary Information Sheet

ONLY applicants under the Visual Artists Organizations category requesting support for periodicals should complete this form and return it in duplicate as part of their application package. Limit your responses to the space provided on the sheet. Do not use additional pages unless otherwise directed.

Name of applicant: _____

1. Briefly outline themes of proposed issues, describe proposed articles, if available, and provide brief biographical information about proposed contributors and, if applicable, guest editors (including significant recent publishing history).

Visual Artists Public Projects Supplementary Information Sheet

ONLY applicants under the Visual Artists Public Projects category should complete this form and return it in duplicate as part of their application package. Limit your responses to the space provided on the sheet unless otherwise directed.

Name of applicant: _____

1. Briefly describe your organization and, if applicable, your experience in implementing programs similar to those for which funds are being requested.
2. Describe your procedures for selecting artists and other project participants and consideration given to including women and individuals of racially and culturally diverse communities. List names and qualifications of the selection panel members.
3. Describe how you propose to introduce the project and the artists' work to the community and your plans for community participation, education, and dialogue. Attach letters of project support from civic authorities, community groups, and other organizations if your project involves creation of new work for public sites.

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

Postage and
Fees Paid
National Endowment
for the Arts
NEA-635



Official Business

Four horizontal lines for an address or return address.

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, DC 20506-0001

Official Business

FY 94 Visual Arts Program

Application Acknowledgment Card

Applicants should self-address the reverse side of this card and check the box for the category under which they are applying. Include this card in your application package.

- ☐ Visual Artists Organizations
☐ Visual Artists Public Projects
☐ Special Projects

This card will be returned to you to acknowledge receipt of your application by the Visual Arts Program. In all future inquiries, please refer to your application number, which is:

Application Number: _____ Date: _____
Endowment Use Only

202/682-5448 Visual Arts Program

202/682-5496 Voice/T. T. (Text-Telephone, a telephone device for hearing impaired individuals)

FY 1994 Visual Arts Program

All applicants should complete this card and return it in their application package.

Category:

- ☐ Visual Artists Organizations
☐ Visual Artists Public Projects
☐ Special Projects

Amount requested

Total Project Costs

Start date

End date

Name of Organization

Address

City State Zip Code

Phone

Project Director Authorizing Official

Application Number--Endowment Use Only--Date

Postage and Fees Paid
National Endowment for the Arts
NEA-636

